

**Tasking Memorandum No.** 99-258

**Memorandum For** Commanders Defense Contract Management Districts (DCMDs), DCMC Contract Administration Offices (CAOs)

**Subject:** Cancellation of Training

**Date:** August 2, 1999

**Suspense Date:** Effective September 1, 1999 – February 1, 2000

**Target Audience:** Military Personnel and Supervisors of Military Personnel

**Requirement(s):**

- Reference DLAM 1300.1 VI, C, 5  
(DRAFT) **DLAI** 1300.1 VI, 3, E
- Although the command has been successful in getting military training allocations (92% of requests result in firm allocations or alternate slots), the benefit of this success is nullified by a high number of student cancellations and "no shows" (30% of allocations).
- All requests to cancel military training attendance must be submitted by the Contract Administration Office Commander to the District Commander with justification. A copy will be provided to the DCMC Commander. The District Commander will approve or disapprove the request and forward to CAHW for processing.

**Point of Contact for Further Information:**

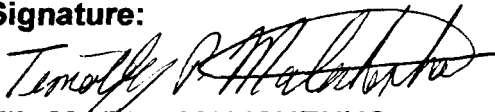
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**Signature:**



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Commander